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ABSTRACT

In response to the requests of library media workshop participants who were queried during the 1982-1983 school year by the Iowa Department of Public Instruction about what would be most helpful to them in the area of library skills, this sampler of library media skills teaching ideas was produced. Ideas were solicited from practicing library medial specialists and were published basically unedited. Both elementary and secondary school library media specialists submitted ideas on a wide range of topics. The 36 ideas are presented in random order, with no subject index, and most include the name and address of the contributor. Many of the activities are quizzes, designed to introduce students to a library's collection. Other activities include games (Card Catalog Race, "Egg" Hunt, Classification Match), suggestions for individualized lessons to be used with periodical guides, and programs for use on the Apple Microcomputer. (DMC)

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LIBRARY MEDIA SKILLS

SAMPLER

VOLUME I

A SHARING OF IDEAS FROM PRACTICING SCHOOL LIBRARY MEDIA SPECIALISTS IN IOWA

Compiled by

Betty Jo Buckingham

State of Iowa
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

1984

IR 052 787

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INTRODUCTION

During the 1982-1983 school year the Department queried library media workshop attenders about what would be most helpful to them in the area of library skills. Most people felt that one or more publications would be most helpful. A large number also recommended a workshop.

Of the kinds of publications requested the majority wanted specific ideas or "lessons" to provide variety in their own library skills program. Many also requested a library skills curriculum guide.

The Department began its response by preparing "Mini-Bib 11, Library Media Skills". This bibliography listed a sampling of commercial and professional association publications addressing one of the stated concerns. This bibliography was issued in the Spring of 1984.

The second task the Department is undertaking as a response to these requests is the publication of this sampler of library media skills teaching ideas. It is similar in approach to the Round Robin sponsored by the elementary school group of the Iowa Educational Media Association several years ago. As in that Round Robin, ideas were solicited from practicing library media specialists and are published basically unedited.

Also, as in the case of the Round Robin, future volumes will be issued if there is sufficient interest.

Ideas were submitted by both elementary and secondary school library media specialists. They appear in random order. The compiler welcomes your suggestions and your contributions for future volumes.

CARD CATALOG RACE
Jan Mitchell
Harris-Lake Park Community Schools
Lake Park, Iowa 51347

CARD CATALOG RACE

Materials: Two catalog drawers removed and set on an table or desk; chalkboard or paper to keep score

Directions: Divide class into two teams. (as evenly as possible) Have the teams make two separate lines facing the table with the drawers placed on them. When the teams are ready, call out what type of card they are to find. The first two students "race" to the drawers and find the type of card. When they have found it, check to see if it is correct if it is, that team scores a point. The other student who did not find the correct card or not as quickly will then look until he finds one. This is done to check understanding. Continue this until everyone has gotten at least one turn.

I have done this with fifth grade on up to junior high students. They seem to really enjoy the game. I have used many different types of information. Such as finding the different types of cards (title, author, etc.) Also where to find certain info on the card such as:

Find where the page numbers of the book is listed.
Find the publishers name.
Find the copyright date.

I use this game at the close of the unit and as a review before giving any type of test over the unit material covered.

CLASSIFICATION MATCH
Marie Knaphus
Nevada Middle School
Nevada, Iowa 50201

CLASSIFICATION MATCH

One half the class is handed cards with book titles. The other half is given cards with classification numbers from the Dewey Decimal System.

The object of the game is to match the book titles with the proper class numbers. The entire class can judge if the match is correct. If it isn't, a second, or even third match may be tried, with the librarian intervening to correct mistakes when necessary.

Care must be taken to choose titles which are clear cut examples of each of the classes in the Dewey Decimal System.

(Appropriate for 5th and 6th grade level)

EGG HUNT
Marie Knaphus
Nevada Middle School
Nevada, Iowa 50201

EGG HUNT

This contest may be used in the spring and it is a good review of what has been learned during the year.

Questions are printed on eggs made of colored construction paper and laminated. Students find answers by using the card catalog, Dewey Decimal numbers, parts of a book, dictionary, or encyclopedia.

Homerooms may compete against other homerooms as well as individuals against individuals. Placing questions in Easter baskets adds to the fun of the contest. I take two library periods for each class participating in the Egg Hunt.

(Appropriate for 5th and 6th grade level)

INDIVIDUALIZED LESSONS FOR CHILDREN'S MAGAZINE GUIDE
Marie Knaphus
Nevada Middle School
Nevada, Iowa 50201

INDIVIDUALIZED LESSONS FOR CHILDREN'S MAGAZINE GUIDE

One needs copies of the index for each student or pair of students. Ten questions for each issue are typed on a 4" x 6" card and clipped to the magazine. Students find answers to the questions and then check their answers against those typed on the reverse side of the cards or on answer sheets kept by the librarian.

This type of lesson can be used just as effectively to teach Reader's Guide.

(Use at 5th or 6th grade level)

PERIODICALS
Mary DesJardins
Webster City High School
Webster City, Iowa

PERIODICALS

Learning Objectives:

1. To become familiar with the variety of magazines found in the library.

Information Covered:

1. Importance of magazines as sources of information on a wide variety of subjects.

Method of Instruction:

1. Examination of the periodicals found in the library.
   (see attached worksheet)

Evaluation:

1. Written assignment.

PERIODICALS

Periodicals as sources of current information are indispensable to you for research on contemporary subjects. Magazine articles present a wide variety of the latest, most up-to-date information in brief and readable form. Back issues are a valuable source for researching events and trends in the past.

Use the periodicals section of the library to answer the following questions.

1. Name two SPORTS magazines that the library subscribes to.

   _____ _____

2. List three magazines that are devoted to general news. _____

   _____ _____

3. Name two specialized magazines devoted to SCIENCE. _____

   _____

4. What is the date of the oldest issue of TIME magazine? _____

   Who or what is on the cover of that issue? _____

5. Name two magazines that are primarily concerned with helping the consumer be informed on products and materials.

   _____ _____

6. Name a magazine limited in scope to what is going on in Congress?

   _____

7. Name two magazines that contain reviews of books. _____

   _____

8. Name a magazine that is devoted to BUSINESS or FINANCE. _____

9. Name a specialized magazine in the area of HISTORY. _____

10. Name a magazine specializing in articles on HEALTH. _____

11. Examine a National Geographic magazine and list two points describing it, for example, its content and format.

_____

_____

12. Name a magazine limited in content to articles and pictures of Iowa.

_____

13. Give the title of any magazine you read regularly. _____

Describe the magazine briefly and tell why you like it. _____

_____

_____

_____

_____

READER'S GUIDE TO PERIODICAL
LITERATURE-ASSIGNMENT TWO
Mary DesJardins
Webster City High School
Webster City, Iowa

READER'S GUIDE TO PERIODICAL LITERATURE
ASSIGNMENT TWO

You will refer to the sample page from the Reader's Guide to answer the following questions.

1. Find the first article listed about shoes and answer the questions concerning the article you selected.
   a. Subject _____ b. Title of article _____
   c. Is there an author? _____ Who? _____
   d. Are there pictures? _____ How do you know? _____
   e. Name of magazine _____
   f. Date of magazine _____ g. Pages _____
   h. Does our library have the magazine? _____

2. How many articles about FOOTBALL are listed under this subject? _____
   a. What subject are you referred to for related information _____
   _____
   b. What is the title of an article listed under this subject? _____
   _____
   Who wrote the article? _____
   In what magazine does it appear? _____
   What pages contain this information? _____
   What is the date of the magazine? _____
   Give the volume number _____

3. What does the term "see" reference mean? _____
   _____
   _____
   Find an example _____
   _____

4. Find an example of a subject with a subheading. Subject: _____
   Subheading: _____

5. Explain each part of the entry listed under the subject FOOD ADDITIVES

   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____

6. Give the title of an article on foot care that has pictures. _____

   _____

   a. In what magazine is this article? _____
   b. Give the date _____
   c. On what page does the article begin? _____

7. Under what subjects can you find information on organic food? _____

   _____
   _____

8. Look at the entry under FORREST, GEORGE and explain what is meant by the abbreviation that is underlined. _____

   _____

9. How many articles are listed under the heading, FOOTBALL, Professional?

   _____

DEWEY DECIMAL CLASSIFICATION
Mary DesJardins
Webster City High School
Webster City, Iowa

WRITTEN ASSIGNMENT - DEWEY DECIMAL CLASSIFICATION

I. Which Dewey classification numbers would you give to books or audiovisual materials on the following subjects.

_____ 1. Building a house

_____ 2. Life of Edison

_____ 3. Abnormal behavior

_____ 4. English synonyms

_____ 5. Nursing

_____ 6. Holiday customs

_____ 7. Breadmaking

_____ 8. Revolutionary War of the U.S.

_____ 9. Farming

_____ 10. How to take good pictures

II. Which subjects are classified under the following numbers? Look on the shelf and write down the call number, author and title of a book with the class number given below:

	Call No.	Author	Title
1.	371.42		
2.	629.2		
3.	020		
4.	395		
5.	422		
6.	220		
7.	782.1		
8.	645		
9.	822.3		
10.	910.4		

LEARNING TO USE THE LIBRARY
Sister M. Auxilia Eulberg
Seton Grade School
Algona, Iowa 50511

LEARNING TO USE THE LIBRARY

First and foremost, there must be consistency in the cataloging of books, how else can you teach a library's organization?

A library is a place of culture, hence there must be respect for people, for books and other property. The library is a quiet place where one can concentrate, where one can expect to find a certain book and not be disappointed because someone is holding it way overdue.

A very proper means of learning how books are classified is a large poster in library and/or classrooms indicating the various categories:

000	General		
100	Philosophy		
200	Religion		
300	Sociology		
400	Learning of languages	42	English (like readers)
		43	German
		47	Latin
500	Pure science: Biology, chemistry . . .		
600	Useful Arts: Business, agriculture, cooking . . .		
700	Fine arts: Music, painting and drawing, dancing . . .		
800	Literature		
900	History (including biographies)		

A great means of learning how to use the library catalog is an explanation of how catalog cards are made. For this, ordinary typed catalog cards may be shown through the opaque projector, or tagboard cards perhaps 25" x 15" with large printing could be used, each illustrating one of the various types of cards. For example, in commenting on the book "The Lost Lakes; a story of the Texas Rangers" by Catherine Peare, the call number could first be explained and how it is found, why this card is called author or full-entry card, what is meant by tracing,

etc. The subject card, with TEXAS RANGERS on top line, second indention and capitalized, is next explained. The title card needs but little explanation.

It may be good here to indicate why every word in the title is not capitalized--only the first word of the title and proper nouns and adjectives. Also to be considered here might be the short forms of the months as used in "The Readers' Guide": Ja for January, F for February, etc.

After all the catalog cards for one book have been cited, mention might be made of a few important rules for filing, for example, that the articles a, an, and the are not considered when they're at the beginning of the top line; that numbers are to be filed as if spelled out: "20,000 Leagues Under the Sea"; that Mr. and Mrs. are filed as if spelled mister and mistress.

Students who help with filing (leaving the cards on the top of the rod for checking purposes) and who place returned books on the shelves learn much by doing.

LIBRARY MEDIA SKILLS PRACTICES ON THE APPLE MICROCOMPUTER

Barb Steen
Hoglan Elementary School
Marshalltown, Iowa 50158

LIBRARY MEDIA SKILLS PRACTICES ON THE APPLE MICROCOMPUTER

I developed four programs using a set of Teacher's Utilities disks created by MECC (Minnesota Educational Computing Consortium). The program provides drill-and-practice or multiple choice questions on the following:

1) Identification of authors, titles, and subjects

2) The Dewey Decimal System

3) Use of sources: i.e., encyclopedia, dictionary, magazines, card catalog.

Copies of the print-outs of the programs follow. The Dewey Decimal Lesson and the Card Catalog Lesson have worked very well with second and third grades. The Media Center Terms program is more appropriate for fourth, fifth, and sixth grades.

```
          MICRO QUEST GRAPHICS
       FILE BUILDER FOR MICRO QUEST

NOTE: A CONTROL-C SHOULD NEVER BE USED
      TO END THIS PROGRAM.  IF A
      CONTROL-C IS USED, THE CONTENTS
      OF YOUR FILE MAY BE LOST.

BEFORE YOU ENTER THE FILE NAME,
MAKE SURE YOU INSERT THE DISKETTE
ON WHICH THE FILE IS/WILL BE SAVED.
FILE NAME: DEWEY DECIMAL LESSON


FILE NAME - DEWEY DECIMAL LESSON
LESSON FORMAT - 1



OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP       :LIST
PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM: 1
READING FILE.....PLEASE WAITINSTRUCTION PAGE #1:
--------------------

1.   THIS IS AN EXERCISE ON
2.   WORKING WITH THE DEWEY
3.   DECIMAL SYSTEM - THE
4.   SYSTEM USED TO LOCATE AND
5.   IDENTIFY NONFICTION BOOKS
6.   IN THE LIBRARY/MEDIA
7.   CENTER.
8.
9.
10.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.INSTRUCTION PAGE #2:
--------------------

11.  EACH QUESTION HAS THREE
12.  CHOICES FOR ITS ANSWER -
13.  "T" FOR TRUE, "F" FOR
14.  FALSE, AND AN "NA" FOR
15.  NOT ANSWERABLE.
16.  READ EACH QUESTION
17.  CAREFULLY AND CHOOSE THE
18.  RIGHT ANSWER.
19.
20.       GOOD   LUCK
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```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.POSSIBLE CHOICES:
------------------

21.  T
22.  F
23.  NA
24.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.QUESTION & ANSWER SECTIONS:
----------------------------

QUESTION:
25.  THE GENERAL DEWEY
26.  DECIMAL NUMBER FOR
27.  SPORTS BOOKS IS
28.  796.
ANSWER:
29.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
30.  POETRY BOOKS HAVE A
31.  DEWEY DECIMAL NUMBER
32.  OF 568.
33.
ANSWER:
34.  F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
35.  THE DEWEY DECIMAL
36.  NUMBER IS PART OF
37.  THE INFORMATION ON
38.  THE CARD'S LEFT SIDE
ANSWER:
39.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
40.  A NUMBER OF 629.4
41.  PUTS YOU IN THE
42.  SECTION OF BOOKS
43.  ABOUT SPACE TRAVEL.
ANSWER:
44.  T
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
45.  BOOKS BY JUDY BLUME
46.  CAN BE FOUND BY
47.  USING THE DEWEY
48.  NUMBER + LAST NAME.
ANSWER:
49.  F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
50.  HOW DO YOU MAKE UP
51.  A DEWEY DECIMAL
52.  NUMBER FOR A
53.  FICTION BOOK?
ANSWER:
54.  NA

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
55.  FICTION BOOKS
56.  NEVER HAVE DEWEY
57.  DECIMAL NUMBERS.
58.
ANSWER:
59.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
60.  THE DEWEY DECIMAL
61.  NUMBER DEPENDS ON
62.  THE SUBJECT OF THE
63.  BOOK.
ANSWER:
64.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
65.  PART OF THE AUTHOR'S
66.  LAST NAME IS LISTED
67.  UNDER THE DEWEY
68.  DECIMAL NUMBER.
ANSWER:
69.  T
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
70.  THE DEWEY DECIMAL
71.  NUMBER SHOULD MATCH
72.  THE NUMBER ON THE
73.  BOOK'S LOWER SPINE.
ANSWER:
74.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
75.  A BOOK CAN HAVE ANY
76.  DEWEY DECIMAL NUMBER
77.  THAT SOUNDS GOOD.
78.
ANSWER:
79.  F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
80.  THE LETTER FOUND ON
81.  THE TOP LINE OF THE
82.  CARD FOR A BIOGRAPHY
83.  IS A "B".
ANSWER:
84.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
85.  NON-FICTION MAY BE
86.  LOCATED BY USING
87.  ONLY THE AUTHOR'S
88.  LAST NAME.
ANSWER:
89.  F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
90.  THE DEWEY DECIMAL
91.  SYSTEM HAS 10 MAJOR
92.  CATEGORIES OR NUMBER
93.  SECTIONS-000 TO 999.
ANSWER:
94.  T
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
95.  ALL BOOKS ABOUT
96.  SNAKES WILL HAVE
97.  ROUGHLY THE SAME
98.  DEWEY DECIMAL NUMBER
ANSWER:
99.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
100. A NON-FICTION BOOK
101. IS NOT TRUE.
102.
103.
ANSWER:
104. F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
105. THE DEWEY DECIMA
106. SYSTEM IS USED
107. MANY LIBRARIES -BOTH
108. SCHOOL & PUBLIC ONES
ANSWER:
109. T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
110. NUMBERS LIKE 629.143
111. ARE NOT PART OF THE
112. 600'S NUMBER SECTION
113.
ANSWER:
114. F

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:

END OF LISTING.
PRESS ANY KEY TO RETURN
TO THE LINE NUMBER PROMPT: PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM:
```

```
OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP        :          MICRO QUEST GRAPHICS
       FILE BUILDER FOR MICRO QUEST

NOTE: A CONTROL-C SHOULD NEVER BE USED
      TO END THIS PROGRAM.  IF A
      CONTROL-C IS USED, THE CONTENTS
      OF YOUR FILE MAY BE LOST.

BEFORE YOU ENTER THE FILE NAME,
MAKE SURE YOU INSERT THE DISKETTE
ON WHICH THE FILE IS/WILL BE SAVED.
FILE NAME: CARD CATALOG LESSON


FILE NAME - CARD CATALOG LESSON
LESSON FORMAT - 1




OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP        :LIST
PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM: 1
READING FILE.....PLEASE WAITINSTRUCTION PAGE #1:
--------------------

1.    THIS IS A DRILL ON
2.    RECOGNIZING AUTHORS,
3.    TITLES, AND SUBJECTS
4.    IN THE CARD CATALOG.
5.    EACH PROBLEM WILL GIVE
6.    YOU AN ITEM THAT CAN BE
7.    FOUND IN THE CARD
8.    CATALOG.
9.
10.
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.INSTRUCTION PAGE #2:
---------------------

11.  PLEASE TYPE AN "A" IF IT
12.  IS AN AUTHOR, A "T" IF IT
13.  IS A TITLE, OR AN "S" IF
14.  IT IS A SUBJECT.
15.
16.
17.  GOOD LUCK!
18.
19.
20.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.POSSIBLE CHOICES:
-----------------

21.  A
22.  T
23.  S
24.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.QUESTION & ANSWER SECTIONS:
---------------------------

QUESTION:
25.  HENRY AND BEEZUS
26.
27.
28.
ANSWER:
29.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
30.  LINDGREN, ASTRID
31.
32.
33.
ANSWER:
34.  A

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
35.  HORSES - STORIES
36.
37.
38.
ANSWER:
39.  S
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
40.  FRONTIER AND PIONEER
41.  LIFE - FICTION
42.
43.
ANSWER:
44.  B

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
45.  ALBUM OF SHARKS
46.
47.
48.
ANSWER:
49.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
50.  BLUME, JUDY
51.
52.
53.
ANSWER:
54.  A

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
55.  THE BEST CHRISTMAS
56.  PAGEANT EVER
57.
58.
ANSWER:
59.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
60.  ROCKWELL, THOMAS
61.
62.
63.
ANSWER:
64.  A
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
65.  FAIRY TALES
66.
67.
68.
ANSWER:
69.  S

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
70.  STONE SOUP
71.
72.
73.
ANSWER:
74.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
75.  CHARLOTTE'S WEB
76.
77.
78.
ANSWER:
79.  T

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
80.  WHITE, E.B.
81.
82.
83.
ANSWER:
84.  A

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
85.  SPIDERS - FICTION
86.
87.
88.
ANSWER:
89.  S
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM:

OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP       :            MICRO QUEST GRAPHICS
      FILE BUILDER FOR MICRO QUEST

NOTE: A CONTROL-C SHOULD NEVER BE USED
      TO END THIS PROGRAM.  IF A
      CONTROL-C IS USED, THE CONTENTS
      OF YOUR FILE MAY BE LOST.

BEFORE YOU ENTER THE FILE NAME,
MAKE SURE YOU INSERT THE DISKETTE
ON WHICH THE FILE IS/WILL BE SAVED.
FILE NAME: CATRD CATALOG TEST\


FILE NAME - CARD CATALOG TEST
LESSON FORMAT - 1




OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP       :LIST
PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM: 1
READING FILE.....PLEASE WAITINSTRUCTION PAGE #1:
--------------------

1.    THE FOLLOWING QUESTIONS
2.    WILL TEST YOUR KNOWLEDGE
3.    OF THE CARD CATALOG,
4.    AUTHORS, TITLES, SUBJECTS
5.    AND OTHER THINGS ABOUT
6.    THE MEDIA CENTER.
7.
8.
9.
10.
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.INSTRUCTION PAGE #2:
--------------------

11.  PLEASE TYPE A "Y" IF THE
12.  CORRECT ANSWER IS YES, OR
13.  AN "N" IF THE CORRECT
14.  ANSWER IS NO.
15.
16.
17.  PRESS RETURN AFTER EACH
18.  ANSWER.
19.
20.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.POSSIBLE CHOICES:
-----------------

21.  Y
22.  N
23.
24.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.QUESTION & ANSWER SECTIONS:
---------------------------

QUESTION:
25.  YOU CAN LOCATE
26.  AUTHORS, TITLES, AND
27.  SUBJECTS OF BOOKS IN
28.  THE CARD CATALOG.
ANSWER:
29.  Y

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
30.  THE COPYRIGHT DATE
31.  IS THE YEAR THE
32.  AUTHOR WAS BORN.
33.
ANSWER:
34.  N
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
35.  SUBJECTS OF BOOKS
36.  ARE TYPED IN ALL
37.  CAPITAL LETTERS ON
38.  THE TOP LINE OF CARD
ANSWER:
39.  Y

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
40.  THE TITLE OF A BOOK
41.  IS ITS NAME.
42.
43.
ANSWER:
44.  Y

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
45.  THE AUTHOR'S FIRST
46.  NAME IS USED AS PART
47.  OF THE CALL LETTERS
48.  FOR A BOOK.
ANSWER:
49.  N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
50.  NON-FICTION BOOKS
51.  USE THE AUTHOR'S
52.  LAST NAME AS WELL AS
53.  NUMBERS:CALL LETTERS
ANSWER:
54.  Y

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
55.  THE NAME OF THE
56.  PUBLISHER OF A BOOK
57.  IS USUALLY LISTED ON
58.  THE CATALOG CARD.
ANSWER:
59.  Y
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
60.  THE CATALOG CARD
61.  WILL NEVER TELL HOW
62.  MANY PAGES A BOOK
63.  HAS.
ANSWER:
64.  N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
65.  YOU WOULD LOOK IN
66.  THE "B" DRAWER TO
67.  FIND ALL BOOKS BY
68.  BEVERLY CLEARY.
ANSWER:
69.  N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
70.  THE CARD CATALOG
71.  WILL DO YOUR BOOK
72.  REPORT FOR YOU.
73.
ANSWER:
74.  N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
75.  THE MEDIA CENTER
76.  CONTAINS ONLY BOOKS
77.  AS RESOURCES TO
78.  HELP YOU.
ANSWER:
79.  N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
80.  THE ONLY WAY TO
81.  FIND A BOOK YOU WANT
82.  IS TO ASK SOMEONE.
83.
ANSWER:
84.  N
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
85.   THE WORLD BOOK
86.   ENCYCLOPEDIA IS THE
87.   ONLY RESOURCE TO USE
88.   FOR REPORTS.
ANSWER:
89.   N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
90.   IF YOU KNOW ONLY THE
91.   AUTHOR OF A BOOK,
92.   YOU CANNOT FIND IT
93.   IN THE CARD CATALOG.
ANSWER:
94.   N

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:

END OF LISTING.
PRESS ANY KEY TO RETURN
TO THE LINE NUMBER PROMPT:
]RUN
```

```
          MICRO QUEST GRAPHICS
       FILE BUILDER FOR MICRO QUEST

NOTE: A CONTROL-C SHOULD NEVER BE USED
      TO END THIS PROGRAM.  IF A
      CONTROL-C IS USED, THE CONTENTS
      OF YOUR FILE MAY BE LOST.

BEFORE YOU ENTER THE FILE NAME,
MAKE SURE YOU INSERT THE DISKETTE
ON WHICH THE FILE IS/WILL BE SAVED.
FILE NAME: MEDIA CENTER TERMS


FILE NAME - MEDIA CENTER TERMS
LESSON FORMAT - 1




OPTION:  ADD
         CHANGE
         LIST
         NEWFILE
         PRINT
         STOP       :LIST
PREPARING FILE.....PLEASE WAIT.

-PRESS ONLY <RETURN> TO QUIT
 AND RETURN TO THE MENU.LINE NUMBER TO LIST FROM: 1
READING FILE.....PLEASE WAITINSTRUCTION PAGE #1:
--------------------

1.    THE FOLLOWING QUESTIONS
2.    WILL TEST YOUR KNOWLEDGE
3.    OF THE DICTIONARY, THE
4.    ENCYCLOPEDIA, THE CARD
5.    CATALOG (FOR LOCATING
6.    BOOKS IN THIS EXERCISE),
7.    AND MAGAZINES.
8.    YOUR ANSWER CHOICES WILL
9.    BE "E" FOR ENCYCLOPEDIA,
10.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.INSTRUCTION PAGE #2:
--------------------
```

```
11.   "D" FOR THE DICTIONARY,
12.   "CC" FOR CARD CATALOG,
13.   AND "M" FOR MAGAZINES.
14.
15.   READ EACH QUESTION
16.   CAREFULLY AND SELECT THE
17.   CORRECT ANSWER FROM THE
18.   FOUR LISTED.  ONLY ONE
19.   OF THESE FOUR WILL BE
20.   THE CORRECT ANSWER.

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.POSSIBLE CHOICES:
-----------------

21.   E
22.   D
23.   CC
24.   M

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.QUESTION & ANSWER SECTIONS:
---------------------------

QUESTION:
25.   WHAT SOURCE WOULD
26.   HAVE INFORMATION ON
27.   LAST WEEK'S CRISIS
28.   IN A FOREIGN COUNTRY
ANSWER:
29.   M

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
30.   WHAT SOURCE SHOULD
31.   GIVE YOU A 2 TO 3
32.   PAGE REPORT ON OXEN?
33.
ANSWER:
34.   E

-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:
35.   WHAT SOURCE WOULD
36.   HAVE THE DEFINITION
37.   AND PRONUNCIATION
38.   OF "CREATIVITY?"
ANSWER:
39.   D
```

```
-PRESS <ESC> TO RETURN TO
 THE LINE NUMBER PROMPT,
-PRESS ANY OTHER KEY TO GO ON.
QUESTION:

END OF LISTING.
PRESS ANY KEY TO RETURN
```

This program is still "in process": The author plans to add more questions.

REVIEW QUIZ ON SUBJECT HEADINGS
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

REVIEW QUIZ ON SUBJECT HEADINGS

```
]

]LOAD
]

]LIST

10  HOME
20  REM   SUBJECT HEADINGS
30  REM  WRITTEN BY JEAN
40  PRINT "THIS IS A DRILL ON
42  PRINT "SUBJECT HEADINGS"
50  PRINT
70  PRINT "GIVE THE NAME OF THE
72  PRINT "HEADING"
80  GOSUB 430
90  PRINT : PRINT : PRINT "WHAT IS YOUR NAME?"
100  INPUT X$
110  GOSUB 430
120  READ A$,B$
130  PRINT : PRINT
140  IF A$ = "END" THEN 350
150  PRINT "   ";A$;"   ";: PRINT : PRINT
160  INPUT S$
170  IF S$ = B$ THEN 210
180  PRINT "SORRY, YOUR ANSWER SHOULD HAVE BEEN"
190  PRINT B$
200  GOTO 230
210 A = A + 1
220  PRINT "YOU'RE RIGHT.  KEEP UP THE GOOD WORK."
230  GOSUB 430
240  GOTO 120
250  DATA  HEADING FOR A BOOK ON EARTHQUAKES, GEOLOGY
260  DATA  HEADING FOR INFORMATION ON THE       PYRAMIDS, EGYPT
270  DATA  HEADING FOR DIRECTIONS FOR MAKING    A SOLAR OVEN, ENERGY
280  DATA  HEADING FOR DETAILS ON HOW TO        WIRE A STEREO, ELECTRONICS
290  DATA  HEADING FOR A BOOK ABOUT             CONSTELLATIONS,ASTRONOMY
300  DATA  HEADING FOR FINDING A RECIPE         FOR CHERRY STREUSEL, COOKERY
310  DATA  HEADING FOR A PICTURE OF A TRUMPETER SWAN, ANIMALS
320  DATA  HEADING FOR FINDING HELP PLANNING    A MASS FOR HOMECOMING, LITURGY
330  DATA  HEADING FOR INFORMATION ON FOOTBALL,SPORTS
340  DATA  HEADING FOR INFORMATION ON HOW TO    FIND AND RECORD YOUR FAMILY ROOTS.
350  PRINT "YOU HAD ";A;" CORRECT ANSWERS OUT OF 10."
360  GOSUB 430
370 B = A * 10
380  PRINT : PRINT "FOR A SCORE OF ";B;"%."
390  GOSUB 430
400  GOTO 500
410  DATA   END,END
420  END
430  REM    BEGIN SUBROUTINE
440  VTAB 24: PRINT "PRESS SPACE BAR TO CONTINUE";
450  GET Z$
460  HOME
470  RETURN
480  REM    END SUBROUTINE
490  PRINT "YOU HAVE JUST COMPLETED THIS DRILL"
500  PRINT "IF YOU DID NOT DO AS WELL AS YOU WANTED"
510  PRINT "TYPE 'RUN' AND YOU MAY RUN THE PROGRAM AGAIN"

]
```


BEST COPY AVAILABLE

USE OF REFERENCE SOURCES--WORLD ALMANAC
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCE SOURCES--WORLD ALMANAC

This sheet is designed to help you realize some of the possibilities for finding information in the World Almanac. Use the index to find the information quickly.

Write the complete title of the almanac you are using. Include the date.

1. How did Iowa vote in the presidential election of 1980?

   (Carter, 508,672; Reagan, 676,026; Anderson, 115,633)

2. Who were the National College Football champions of 1981? (Clemson)

3. Describe the flag of Morocco. (Red with a green five-point star)

4. Give a one-sentence summary of one "Off-Beat" news story in the almanac you are using. (Answers will vary)

5. Which ethnic groups are identified in Mexico? Give the percentage of each group.

   (Mestizo, 60%; Indian, 30%; Caucasian, 10%; percentages may vary)

6. Who gave the nickname "Old Glory" to the United State flag?

   (William Driver)

7. On what date will Easter fall in the year 2000? (April 23)

8. How many people died in battle during the Vietnam War? (47,192)

9. How much does a state senator in Iowa earn per year? ($13,700 plus maximum expense of $31 per day for the first 120 days of the first session and first hundred days of second session; mileage expenses at 20¢ a mile.)

10. Who was the fourteenth Secretary of State in the United States?

    (Daniel Webster)

11. Who won the Miss America contest in 1982? (Elizabeth Ward, Russelville, Arkansas)

12. What was the population of your city in 1980?

13. What is the zip code for Red Oak, Iowa? (51566)

14. List three popular songs that you have heard or sung?

15. Pick one leading company and tell how much that company spent on advertising in 1980. What percentage of its sales was this amount?

USE OF REFERENCES--POETRY INDEXES
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCES--POETRY INDEXES

The purpose of this sheet is to acquaint you with the information found in a poetry index.

Write the title of the index you are using, including the dates covered.

1. Who is the author of:

   a. I Am the Walrus (John Lennon)
   b. The Storm House (Elizabeth Jennings)
   c. Why I Am Not a Painter (Frank O'Hara)
   d. One Chip of Human Bone (Ray A. Young Bear)

2. What poem begins with:

   a. The lion is an awful bore (The Lion)
   b. I Saw the Best Parts of Iowa Covered with New Jersey Tea (Touring the Hawkeye State)
   c. Now They're Ready, Now They're Waiting (Football)

3. How many poems are listed in this volume concerning:

   a. deer
   b. rainbows
   c. hope
   d. Civil War
   e. suicide (Answers will vary)

4. In which anthology will you find each of these poems? Write the name in full.

   a. Leisure by W. H. Davies (Every Child's Book of Verse; New Oxford Book of English Verse; Words in Flight)

   b. Over the Fence by Emily Dickinson (Salt and Bitter and Good)

   c. Cold by Glyn Hughes (Living Poets)

   d. My Cat and I by Roger McGough (Oxford Book of Twentieth-Century English Verse; Poems One Line and Longer)

   e. Halfway Down by A.A. Milne (Listen, Children, Listen,

USE OF REFERENCE SOURCES--THESAURUS
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCE SOURCES--THESAURUS

Find a thesaurus or a word finder book of synonyms. Write the title of the book you are using.

Find another word that could be used in place of each of the following words:

a. temperament (n)

b. apathy (n)

c. imperative (adj)

d. procrastinate (v)

e. dispatch (v)

f. excruciating (adj)

g. vigorous (adj)

h. obstacle (n)

i. discipline (v)

USE OF REFERENCE SOURCES--UNABRIDGED DICTIONARIES
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCE SOURCES--UNABRIDGED DICTIONARIES

Find an unabridged dictionary to answer the following:

Write the title of the dictionary you are using.

1. Write the correct form of address for each of the following people:

   a. a queen (The Queen's Most Excellent Majesty, or Her Gracious Majesty, the Queen)

   b. a justice of the Supreme Court (the Honorable _____)

   c. the governor of the state of Iowa (the Honorable Governor of _____)

2. Write the complete wording for these abbreviations:

   a. R.S.V.P. (respondes s'il vous plait; please reply)

   b. ibid. (ibidem; in the same place)

   c. et al. (et alii; and others)

   d. c.o.d. (cash on delivery or collect on delivery)

   e. i.e. (id est; that is)

3. Write one meaning for each of the following:

   a. literary property (1 b: the written property of an author or any copy thereof)

   b. gentleman of fortune (a gentleman seeking his fortune in daring or risky enterprises; adventurer)

   c. mezzanine (a low-ceilinged story between two main stories of a building)

   d. money scrivener (a person engaged in the business of loaning money to others)

   e. redline (to cross off from a list)

4. Write the plural of the following nouns:

a. reply (replies)

b. attorney (attorneys)

c. inquiry (inquiries)

d. father-in-law (fathers-in-law)

e. x (x's or xes)

f. species (species)

USE OF REFERENCE SOURCES--BOOKS OF QUOTATIONS
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCE SOURCES--BOOKS OF QUOTATIONS

Write the title of the book you are using.

1. Find the origin of each of these quotations:

   a. Keep 'em flying (slogan of Air Force used on posters)

   b. 'Twas the night before Christmas (Clement Clark Moore)

   c. The answer is blowin' in the wind (Bob Dylan, Robert Zimmerman)

2. Select a statement made by each of these people and write it on your paper.

   a. John F. Kennedy

   b. Augustus Caesar

   c. Susan B. Anthony

3. Select three different subjects and list two authors who have quotes concerning each subject: list the subject and complete name of the source.

USE OF REFERENCE SOURCES--BIOGRAPHICAL SOURCES
Sister Jean Murphy
Wahlert High School
Dubuque, Iowa 52001

USE OF REFERENCE SOURCES--BIOGRAPHICAL SOURCES

There are many types of biographical sources in the library. You will need to use different references to find information on the following people.

1. Use a copy of Current Biography to find this information. Choose a movie, television, or music star. Write the dates of that person's life, and three facts concerning this person's career.

2. From other biographical sources, find this information:

   a. How did Thomas Peacock obtain his education that led him to be an author?

   b. Give a one-sentence summary of T. Peacock's novel, Nightmare Abbey.

   c. If Louisa Mae Alcott was so successful as a writer, why was her life so unhappy?

   d. What prompted Louisa Alcott to write Little Women?

   e. Under what name did Louisa Alcott publish her early works?

   f. During the Revolutionary Period of United States history, how did Sameul Seabury contribute to the politics of the colonists?

   g. How did Carmen Miranda influence American styles in clothing?

USING THE READERS' GUIDE
Larry Turbot
Crestion Senior High School
Creston, Iowa 50801

USING THE READERS' GUIDE

Here's an idea using the READERS' GUIDE TO PERIODICAL LITERATURE. In addition to other activities published for use with the Readers' Guide, I have discovered that this simple exercise can tell me and the English classroom teacher whether or not the student can really pick up the Guide and use it. It can be prepared easily. Any number can be prepared for the same volume and it can be corrected quickly. Yet, it can prove to be a challenge to most any student.

This exercise is used a part of a unit to introduce our media center to the sophomore level English classes. Here is a copy of one of the lessons. If you care to find the answers, I have used Volume 42 (March 1982 to February 1983) READERS' GUIDE TO PERIODICAL LITERATURE (unabridged).

USING THE READERS' GUIDE

Find at least one magazine entry (unless otherwise directed) for each of the following. Take down the name of the magazine, the title of the article, the page on which it's found and the date of publication.

NOTE: Use the Readers' Guide, Vol. 41.

1. You need a book review of J. D. Salinger's THE CATCHER IN THE RYE.

2. You are looking for an article on legal requirements of student discipline codes. Do we subscribe to this magazine?

3. In what magazine did you find an article on rabbits titled "There's No Safe Time for the Snowshoe"?

4. If you need a number of articles on sailing, to what other subject areas might you be directed?

5. You have to find an article dealing with students and drugs.

6. You need a review of the movie RAIDERS OF THE LOST ARK.

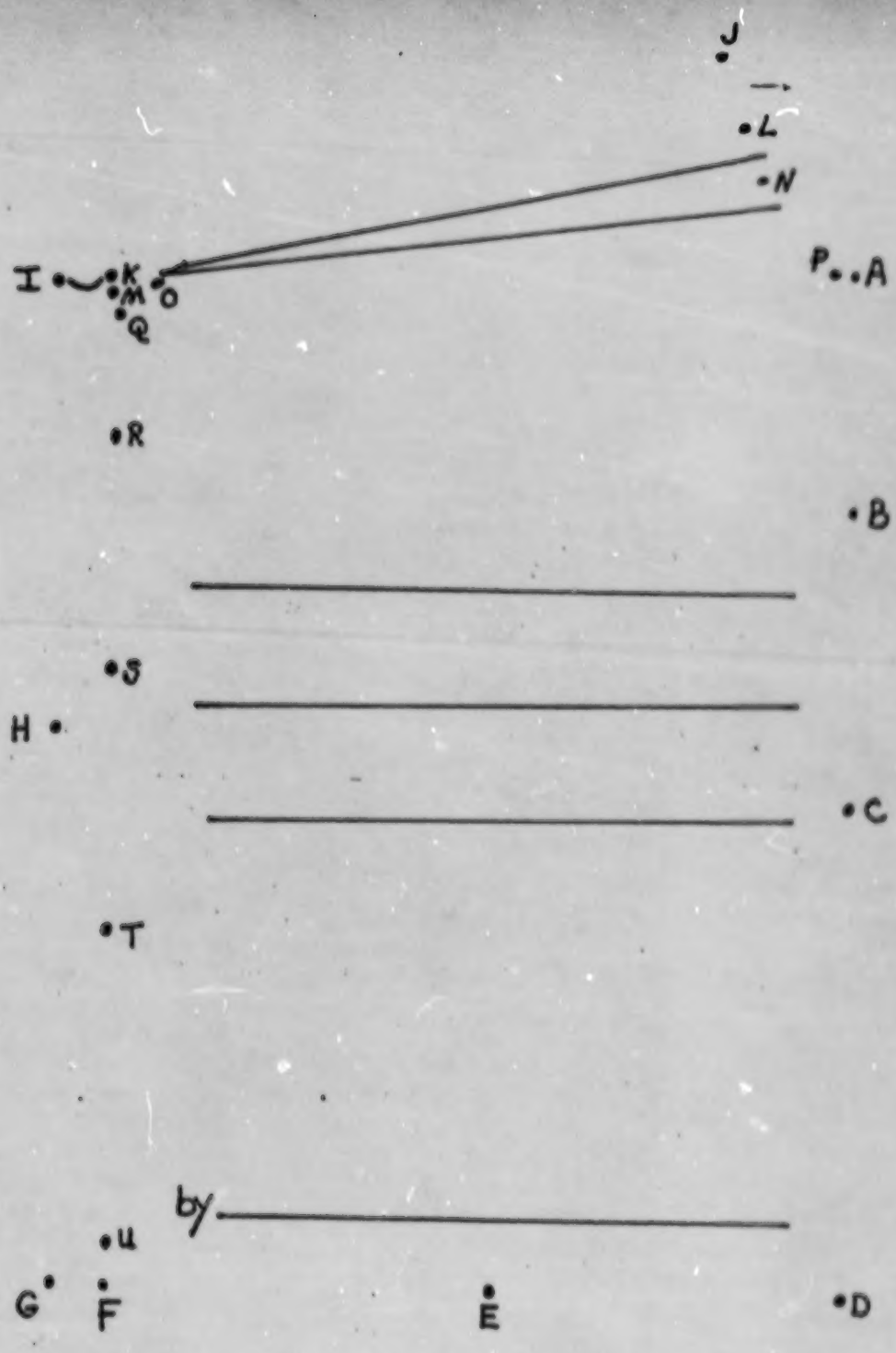
If you tried the exercise, you noticed that in a few cases you found more than one answer. Obviously, any of the answers might do. More often though, you were directed to a specific entry with a specific answer. One nice thing about this exercise, you can ask the student to use the Guide any way you wish by the way you write the item!

To write the items, simply turn through the Guide. In each exercise I try to include items that will ask the student to use the book review section, the cross-reference items, and the film reviews. Other than that, you can simply point to any entry in the Guide and write your item.

ABC DOT-TO-DOT
Erica MacBeth
Winfield Mt. Union High School
Winfield, Iowa 52659

ABC DOT-TO-DOT

I have used this worksheet with kindergarten, first and second grades. This is used to reinforce/remind the students that alphabetical order is important in the library. I have the kindergarten and first graders copy the title and author's name from the story that I have read to them that class period. The second graders pick a book from the shelf and copy that title and author after they have completed the dot-to-dot.



Name _____ worksheet #1 ABC order

SEARCH-A-WORD
Erica MacBeth
Winfield Mt. Union High School
Winfield, Iowa 52659

SEARCH-A-WORD

This worksheet can be used at the end of the year with second grade or with the third grade for a reminder after reviewing the parts of a book.

P Q R W J C D W Z Y X O P X C

T A B L E O F C O N T E N T S

D U G X J V W O Z Y I C C D X

W T D E N E M P X P T Z G I Z

Z H O M S R D Y M N L Z G N W

Y O Q S W W R R X Z E R X D D

X R J R S A Z I W S P I N E Q

W W R J R Z Y G W Z A B C X R

Q P U B L I S H E R G X Y Z Z

M T I W X D R T W X E P D Z C

N L X O W T R B T X M W X T P

WORDS TO FIND:

AUTHOR
COVER
INDEX
PUBLISHER
COPYRIGHT
TITLE PAGE
SPINE
TABLE OF CONTENTS
PAGES

PLUS ONE SECRET WORD.
CLUE - IT TELLS WHERE BOOKS ARE FOUND.

Name _____ Parts of a book

TELEPHONE DIRECTORY
Erica MacBeth
Winfield Mt. Union High School
Winfield, Iowa 52659

TELEPHONE DIRECTORY

The third graders can practice alphabetical order while they fill out the telephone directory with their classmates names and phone numbers. A look in several real phone books with last names first will help. This ties in with the study of the card catalog - authors listed alphabetically last names first. This takes two short class periods of about 20 minutes each.

Telephone

Directory

belongs to:

CUT

THE READER'S GUIDE TO PERIODICAL LITERATURE

Larry E. Vickroy
New London High School
New London, Iowa 52645

THE READER'S GUIDE TO PERIODICAL LITERATURE

The Reader's Guide to Periodical Literature is sometimes hard to teach as a Library Unit. I have taught this to a Learning Disabilities Class by first using what I consider a regular entry which consists of:

1. Topic
2. The Title Of The Article
3. Author or Writer
4. Name of the Magazine
5. Volume Number
6. Pages
7. Date

I have made a photocopy of a typical page out of the Reader's Guide. There are 19 numbers. Each example may have one or more different items other than a regular entry. For each one the student gives that is correct, he or she receives 5 points extra credit. The entries are cut out, folded, and placed in a small box. Each student draws one at random.

1. This one is illustrated.
2. There is a Month and Year listed, but no date.
3. This is a see or a cross reference.
4. There are thre items in this entry
   a. Joint Author
   b. Illustrated
   c. Continued
5. Cross Reference on a Joint Author
6. Continued on more than one page and a See Also below
7. There is a Bibliography listed
8. There are Portraits shown
9. See or a Cross Reference
10. See Also or Cross Reference with several headings
11. Information listed according to States or Countries

RESEARCH SPEECH
Marilyn Vincent & Dennis A. Hinrichs
Mt. Pleasant Community High School
Mt. Pleasant, Iowa 52641

RESEARCH SPEECH

UNIT II

SPEAKING FROM OTHER SOURCES

For the next few weeks you are going to be involved in a research project that will require extra effort.

Here is a list of topics for you to consider for research. They are grouped by major subject areas followed by sub-topics under each area. If you have an idea for a topic that is not listed here, suggest it to your instructor after you have considered these topics. Since the requirement for a topic in this unit is that it be controversial, it must have a point of view. That is, there has to be an argument about it that can be either pro or con.

Choose a topic in which you have a strong interest since you will spend much time studying that topic. In fairness to that topic, approach it with an open mind and be willing to consider all points of view.

The Requirements:

1. Topic
   a. current
   b. controversial
2. Sources
   a. 3 magazines
   b. 1 book
   c. 1 newspaper
   d. 1 interview
      1.) phone call
      2.) magazine
      3.) TV
      4.) radio
      5.) personal
   e. 1 reference
3. Time: 7-10 min's/5-7 min's (opinionated)
4. At least one audio/visual aid
5. 75 note cards/50 note cards

RESEARCH SPEECH SCHEDULE

5 weeks for 5-7 minutes speech
(includes delivery)

DAY	ASSIGNMENT
1-3	1. Write thesis statement 2. Gather material for basic requirements 3. Make rough bib
4	1st note taking day
5	10 note cards due 1st of hour 2nd note taking day
6	10 note cards due 3rd note taking day
7	10 note cards due 4th note taking day
8	10 note cards due 5th note taking day
9	10 note cards due Sort cards to make rough outline
10	Continue making rough outline
11	Any additional research
12	Make introductions, conclusions, transitions
13	Catch up Collect and grade rough bib's
14	Make final bib
15	Turn in final bib Make final outline
16	Turn in final outline Make visual aid(s)
17	Continue
18	Make speaking notes including presentation of oral sources
19	Practice
20	Practice
21	Practice
22	Present
23	Present
24	Present
25	Present

The schedule may need to be adjusted one or two days depending on any difficulties that may arise.

2. Books and Call Numbers

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

3. Newspaper

1.

2.

3.

4.

NAME_____

DAY ONE WORKSHEET
WORKING BIBLIOGRAPHY - WHAT'S AVAILABLE

1. Magazine

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

1. Health

Because of the increasing choices a person has in the treatment of an illness and the uncertainty over the definition of life and death, this subject area has become controversial. Possible topics include:

Alzheimer's Disease
Heart Attacks
Suicides
Venereal Diseases
Contraception
Death and Dying
Food harmful to your health
Toxic Shock Syndrome
Anorexia Nervosa
Dreams and Sleeping Disorders
Anger
Growing old
Transplants
Acupuncture
Cancer
Diabetes
Mercy Killing (Euthanasia)
Abortion
Bulemia/A.I.D.S.
Down's Syndrome
Birth Defects
Artificial Heart
Schizophrenia
Shyness
Life After Life
Mental Disorders
Depression
Smoking
Dieting and Fad Diets
Workaholics
Stress and Anxiety
SID-Sudden Infant Death
Epilepsy
Hypnosis

2. Ecology, Conservation and Wildlife Problems

Since the early sixties, ecology and conservation have been topics of considerable interest. Renewed interest has resulted in hope for endangered species and the clean-up of our land and water. The battle is not over yet. Have the laws become too strict or not strict enough? Possible topics include:

Soil Conservation
Recycling Program
Land Pollution
Air Pollution
Acid Rain
Water Pollution
Wildlife Conservation
Endangered Wildlife
Automobile Pollution
Energy Crisis
Nuclear Power
Alternate Energy Sources--wind, water, solar, nuclear

3. Sex and Modern Day Society

A man who had a sex change operation continues to play professional tennis. A survey in an Ann Landers column indicates that many parents now wish they had not had any children. Homosexuals demand (and get) rights they had not been able to receive before. Serious choices face this generation in their attitude toward sex and its place in modern society. Topic choices for this subject include:

Pornography and the law
Homosexual behavior
Transvestites
Male/female Roles
Genetic Engineering
Test Tube Babies
Cloning
Prostitution
Gene Design for Children
Life as a Single

4. Parapsychology, Occultism, and Spurious Knowledge

This is a wide ranging subject area that explores the outer fringes of man's knowledge. This subject area has proven to be very popular over the last few years. The Library's collection of occult topics has been increased to the extent that there is not enough material to cover all the topics listed below. The wide variety of subjects should increase your interest. The topics include:

Extra sensory perception
Psychokinesis
Handwriting analysis
Astrology
Superstitions
Fortune Telling
Numerology
Witchcraft
Satanism
Pyramid Power
Body Language
Palmistry
Vampires
Biorhythms
Lunar Effects
Voodoo
Reincarnation

5. Strange Events

This subject is different from the above in that this category is concerned with mysterious events, strange creatures or unexplained occurrences. These subjects have as many believers as non-believers. Good believable material is hard to find with some topics. All information should be treated carefully and analyzed for bias. Topics in this category include:

Unidentified flying objects
The Bermuda Triangle
Monsters and giant creatures
Big Foot and sub-human species
Ghosts and the non-living
Lochness Monster
Visitors from outer space
The Von Daniken theories
Sightings of unnatural creatures
Atlantis: The Lost City
Shroud of Turin

6. Drugs

The use of drugs, whether they are over the counter, patent medicines, or illegal hard drugs, have had an effect on American life styles. The treatment of drug users is highly controversial, as in the legislation of certain "soft" drugs. Topics available in this area include:

Alcoholism: General
Teen
Women
Marijuana
Illegal use of drugs
Over-the-counter drugs
Drug addicts and their treatment
Illegal Drug shipments

7. Sports

Even sports is not without controversy. While some sports fans argue about who the best fighter is, or who the all time best ball player is in sports, there are true controversial subjects being argued. At the current time these topics are being discussed by knowledgeable sports writers and fans:

The rise of violence in sports
The high priced or overpaid athlete
Emphasizing sports in our society
Drug use in sports
Effect of television and cable systems on sports
Olympics (future of)

8. Social Problems

A society is as strong as its participants. Within any society there are many viewpoints and solutions to problems that confront that society. This topic in some way affects our lives and our attitudes. Some topics even have sub-topics. The many ideas available include:

Individual rights vs. majority rights
Human rights
Feminist movement
The changing interpretation of the law
Gun Control
Teenage pregnancies
Ku Klux Klan
Commercialization of TV for children
Volunteer army vs. draft
The American family
Divorces
Prisons and their problems
  (a) the rights of prisoners
  (b) prison conditions
  (c) riots
  (d) prisons in Iowa
Capital Punishment
Child abuse
TV violence
Adoption
Computer theft-Breaking & entering-Pirates
Education
Child kidnapping
Gambling
Indians and their treatment
Hunger in the world
Drop-outs
Charities
Right to privacy
Peace movement
Neo-Nazi Movement
Deception in advertising
Black market babies
Runaways
Religion
  (a) schools and religion
    (1) Christian Schools
    (2) School prayer
  (b) new sects and cults
  (c) mysticism
  (d) Transdental meditation
  (e) Moonies
  (f) Born again
  (g) Electronic evangalism
  (h) Jonestown
  (i) Spiritualism
Child pornography
Wife abuse
Childbearing techniques

9. Crime and Criminals

This subject has fascinated or repulsed students ever since the research series began. What crimes should be more severely punished? Do we know enough about crime and its causes to make effective cures? Possible topics include:

Rape	Shoplifting	Violence in America
Arson	Mass murders	Terrorism
Street crime	Manson and the family	Vandalism
White collar crime	Police corruption	Computer crimes
Assassinations	Kidnapping	Juvenile crime

10. Governmental Problems

Mistrust of government, a declining interest in voting and a lack of leadership at all government levels are indications of the problems within our government that lead to these topics:

The Watergate affair	Court system
Corruption in government	Reagonomics
Inflation and the government	Nuclear arms race
Illegal aliens	Primary system of nomination for Presidents
Welfare system	Chemical warfare
Foreign affairs	

11. Other topics

Lasers
Twins
Farm problems

POINT LIST FOR THE RESEARCH SPEECH

(Points are based on completeness and meeting due dates)

NOTE CARDS: _____ (2)

_____ (2)

_____ (2)

_____ (2)

_____ (2)

_____ (Extra:- 3-7=.5; 8+1)

ROUGH COPIES:

Body _____ (5)

Introduction _____ (2)

Conclusion _____ (2)

Transitions _____ (2)

Bibliography _____ (3)

FINAL COPIES:

Bibliography _____ (1.5)

Outline _____ (2.5)

Visual _____ (2)

SPEECH:

(Presentation) _____ (29)

SPECIAL CONSIDERATION SHOULD BE
GIVEN TO THE FOLLOWING TITLES

SECRETARY'S REFERENCE PART ONE

R/031/KAN KANE, JOSEPH.
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AYER DIRECTORY OF PUBLICATION. (AYER), 1979.

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HISTORICAL STATISTICS OF THE UNITED STATES, COLONIAL TIMES TO 1970. (GOVERNMENT PRINTING OFFICE), 1975. 2 VOL.

R/653.03/GRE GREGG, LESLIE @ QOUBEK
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R/975.3/WAS CONGRESSIONAL QUARTERLY, INC.
WASHINGTON INFORMATION DICTIONARY. (CONGRESSIONAL QUARTERLY, INC.), ANNUAL.

R/427/FLE FLESCH, RUDOLF
LOOK IT UP. (HARPER & ROW), 1977.

HOW TO USE THE BUSINESS LIBRARY
LESSON PLAN

I. PURPOSE

A. To introduce to the business education class the purpose and materials of a business library.
B. To list and demonstrate various reference sources useful to a basic business library.

II. CONCEPTS

A. There are many general reference works that are useful in the business library.
B. There are specialized reference works that are useful in different business areas.
C. The competent business secretary is familiar with the resources of the profession for which they work.

III. PRESENTATION OUTLINE

A. Day One-General Works
1. What is a business library?
a.) "A general collection to aid the function of the office."
b. "A specialized selection of books and materials to aid in the function of the business."
2. How is a B.L. organized?
a. Dewey Decimal System
b. Library of Congress
c. Your own system-topics, authors, titles
d. Size determining factor
3. What general works should be in most business libraries?
a. Famous First Facts
b. Statesman Yearbook
c. Information Please Almanac
d. World Almanac
e. Harwood Almanac
f. Book of the States
g. Roget's Thesarsus
h. Amy Vanderbuilt's Complete Book of Etiquette
i. United States Government Manual
4. What is a good Dictionary?
a. Kinds of Dictionary- type-abridged and unabridged
(1) Historical Word (Etnetogical)
(2) Usage
(3) Definition
b. Examples of Dictionaries
(1) Webster's 9th Collegate (Definition)
(2) Oxford English (Historical)
(3) Random House (Unabridged, Definition)
(4) Thorndike
(5) American Hertiage

B. Day Two- More General Works
   1. What additional works are useful in the business library?
      a. Who's Who in America
      b. Facts on File
      c. Webster's Geographical Dictionary
      d. Stastical Abstract of the U.S.
      e. Bartlet's Familiar Quotations or other quote book
      f. Current Biography
C. Day Three- Specialized Reference Works
   1. What specialized reference works may be needed?
      a. Gale's Encyclopedia of Associataries
      b. Encyclopedia of Business Information Sources
      c. Complete Secretary's Handbook
      d. Legal Secretary's Complete Handbook
      e. The Careful Writer
      f. Shorthand Dictionary
      g. Computer Terms Dictionary
      h. Zip Code Book
      i. Ayers Newspaper Guide
      j. Historical Statistics of the United States
   2. How do you determine what you need?
      a. What common questions are asked that need to be answered.
      b. What is the major emphasis of the libraries?
      c. Are there other libraries close?
      d. What quick answer needs does the libraries have?
   3. Summary and Review for Test
      a. Summary
      b. Test review- expectations

DICTIONARY LIST

Thorndike, E.L.
Scott, Foresman Advanced Dictionary
Scott, Foresman. 1983.

advanced high school usage, difinition, good general useage.

Stein, Jess, editor
The Random House Dictionary of the English language. Random House. 1967
Unabridged. Usage, difinition, Pictorial. Guide included. Compressive, but not historical.

Webster's New Collegiate Dictionary.
G. & C. Merrian Company. 1981.

Good general encyclopedia with good definitions and spellings. Noted for sexist language. Not reccomended by some sources.

Evans, Berger
A Dictionary of Contemporary American Usage
Random House. 1957.

Excellent usage dictionary. Needs to be updated.

The Compact Edition of the Oxford English Dictionary
13 vols. in 2. 1971

An excellent example of historical development of the English Language. Supplements bring the dictionary up to date.

Other Examples

1. Random House Compact Dictionary
2. American Heritage Dictionary of the English Language
3. Thorndike Dictionary of the English Language

Special consideration should be given to the following titles:

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R/975.3/Was Congressional Quarterly, Inc.
Washington Information Dictionary. (Congressional Quarterly, Inc.), annual.

R/427/Fle Flesch, Rudolf
Look It Up. (Harper & Row), 1977.

THE SECRETARY AND THE LIBRARY

LIBRARY UNIT TEST
OFFICE EDUCATION CLASS

1. Name two of the three kinds of dictionaries.
   1.
   2.

2. Name two dictionaries that would be suitable for an office secretary.
   1.
   2.

3. List three of the five conditions we discussed to determine whether or not a reference work is needed in your business.
   1.
   2.
   3.

4. What is a business library?

Instructions: Below are listed 24 questions that might be asked by your future boss. In the space after the question, give the full title of the book that you think would most likely answer the question. The same source may be used more than once.

5. Where can your boss find the telephone number for Dover Book Publications in Trenton, New Jersey?

6. What is the circulation for the Hog Callers News published in Little Rock, Arkansas?

7. Where could a brief biography of the current president of Xerox Corporation be found?

8. The Iowa Beef Export Council wants to export beef to Djibouti. Will the venture be successful?

9. How many single family dwellings were built in the United States in 1950, 1960, 1970, and 1980?

10. Who said "My basic philosophy is simple. Eat until you are full, sleep when you need to, and scratch where it itches."?

11. The boss needs a biography, with a clear picture, of the television star Tom Selleck, for a promotion. Where would you look first?

12. What does the symbol "?" mean?

13. The head boss has won the Nobel Prize for ecomonics. Your boss wishes to write a letter of congratulations. Where do you find examples of how to write a letter of congratulations?

14. Former Vice-President Agnew said it, but no one knows what it was. Where could you find out what a "nattering nobob of negativeism" is?

15. What should be the order of seating at a business luncheon when the President of the comapny comes for a visit?

16. Your company, The Best Pizza Place, wants to correspond with other pizza makers to find out how much dough the standard pizza should have. What book would most likely list a source for that?

17. What is the correct form of address on the envelope when writing the President of the United States?

18. Is the zip code for Wall Street in New York City different from the zip code for 49th Street, New York City?

19. What is the procedure for getting a client out of jail when a bond needs to be posted?

20. Your boss, world famous speaker that she is, would like a list of current books on managing the small business office for a presentation. What source would best suit her needs?

21. Can you name the first woman lawyer in the United States and the school from which she graduated?

22. What is Senator Charles Grassley's Washington telephone number, and what is his Iowa office number?

23. The boss said, "I've used the word expenditure fifteen times in this report. Find me some different words I can use." What source would you use to find those different words?

24. How much money did the state of Colorado spend on elementary and secondary education in 1979 and how did that compare with Iowa's expenditures?

CLASS: Home Economics-Advanced Foods

UNIT: Typical meals of foreign nations

EXPECTED OUTCOME: The student will be able to identify a typical meal of a given national group based on library research.

PROCEDURES:

1. The student selects a country other than the United States and finds a typical regional dish.
2. Student will prepare one dish.
3. Student will write a brief report on the typical diet of the national region selected.

LIBRARIAN'S DUTIES:

1. Prepare material for use by the student.

BIBLIOGRAPHY:

1. Department of Army Area Handbooks
   Library has handbooks for--
   Chile
   Bolivia
   Colombia
   Ecuador
   Mexico
   Paraguay
   Israel
2. Life World Library
3. Ortiz, Elizabeth — Book of Latin American Cooking — Knopk, 1976
4. Lo, Kenneth — Encyclopedia of Chinese Cooking — A & W, 1974
5. Ethnic Cookbooks

CLASS: Business Education

UNIT: The Stock Market

EXPECTED OUTCOME: The student will become knowledgeable about the workings of the stock market through stock purchasing.

PROCEDURES:

1. Student is given $10,000, selects 3 stocks from Amex, NYSE, and OTC markets.
2. Students follow market fluctuations for one month recording daily price changes for each stock. May buy or sell as needed.
3. On final day student records success.

LIBRARIAN'S DUTIES

1. Provides stock exchanges from daily newspaper.
2. Reports to class on various aids useful for selecting stocks.
3. Prepare telephone conversations with stock broker or successful investor.

BIBLIOGRAPHY

1. Money Magazine-monthly issues
2. Porter, Sylvia Money Book Doubleday, 1975
3. Quinn, Jane Bryant Everyone's Money Book Delecorte Press, 1979
4. Losry, George Valuing Common Stock AMACOM 1979
5. Dun & Bradstreet Guide to Your Investments (Current year)
6. Moskovity, Milton Everybody's Business, The Irreverent Guide to Corporate America Harper & Row, 1980

CLASS: English

UNIT: Found Poetry-Poetry Unit

EXPECTED OUTCOME: The student will be able to define found poetry and write a poem based on the card catalog in the library.

PROCEDURES:

1. The teacher will discuss found poetry and cite examples.
2. The librarian will demonstrate card catalog found poetry.
3. The student will, using one drawer of the card catalog, write at least one poem.

LIBRARIAN'S DUTIES

1. Organize the card catalog for the student (place it on a table for their use)
2. Demonstrate the system.
3. Collect and collate a class room collection.

BIBLIOGRAPHY

None: Example of poems:

Summer

The summer before
Summer of fear
summer of the dragon.
A summer to die.
A summer to remember

I'm

I'm done crying.
I'm OK, You're OK!
I'm glad you didn't take
it personally.

We

We are but a moment's sunlight
We are everywhere
We are your sons.
We never make mistakes,
We talk, you listen.
We the people?

If

If morning ever comes,
If teachers were free,
If the South had won the Civil War,
If the war goes on,
If you marry outside your faith,
The ignorance of certainty.

PRE NATIONAL LIBRARY WEEK QUIZ -
HOW OBSERVANT ARE YOU? 1983 and 1984

Marjorie Perry
Humboldt Community High School
Humboldt, Iowa 50548

PRE NATIONAL LIBRARY WEEK QUIZ -
HOW OBSERVANT ARE YOU?

This is a contest between homerooms in regard to National Library Week. They are given 20 minutes and work as a group. A prize is given to the homeroom with the most correct answer.

1984
PRE NATIONAL LIBRARY WEEK QUIZ
HOW OBSERVANT ARE YOU?

1. Who wrote Stranger In A Strange Land?

   a. Barbara Cartland b. Carson McFuller
   c. Robert E. Heinlein d. Ray Bradbury

2. How many books are in the 800's (Literature) - within 50?

3. You know a line from a poem and want to know the title and who wrote it. What book would you use?

4. You found the definition of a word in the dictionary. Now you want one word that means the same. What other source could you use?

5. On what day are books due?

6. Miss Hotz wants a book on girls basketball. Would she go to:

   a. 300's b. 500's c. 100's d. 800's e. none of these

7. Who is the author of the Wagon's West Series?

   a. John Jakes b. Donald Clayton Porter c. Leigh Franklin James
   d. David Fuller Ross

8. How many posters are visible in the media center (within 5).

9. Mr. LaBounty is having his Science Fiction class do reports on controversial knowledge such as Bigfoot. Would they go to the:

   a. 001.9 & 910 b. 822 & 796 c. 954.2 & 001.9 d. 796 & 910
   e. 822 & 954.2

10. How many books are in the media center?

    a. 10,135 b. 15,212 c. 9713 d. 7691 e. none of these

11. What is the name of the weekly Humboldt paper?

12. The U.S. History classes are about ready to do a unit on World War II. Will the books be in:

    a. 500's b. 900's c. 800's d. 100's e. none of these
    f. all of these

13. Mr. Fleming has fish in his office. To read about fish would you go to:

    a. an encyclopedia b. the 600's c. a dictionary
    d. Iowa Fins & Feathers e. all of these

14. The mobile behind the checkout desk is:

    a. cats b. fish c. owls d. dogs e. none of these

15. True or False. There are 36 drawers in the card catalog.

16. True or False. There are twenty-three student library assistants.

17. True or False. The atlases are in the reference section.

18. If you went to the 796's what would the books be about?

19. You want to find out about the life of Michael Jackson. Would you go to:

    a. Current Biography b. Reader's Guide c. 920's d. card catalog
    e. all of these f. none of these

20. What is the average number of students that come to the media center each week (within 25)

TIE BREAKER

How many books, magazines, and pamphlets have been checked out from August 25, 1983 to March 30, 1984?

Pre-National Library Week Quiz
Answer Sheet

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

TIE BREAKER

_____

Please return this answer sheet to Miss Perry before 5th period.

NATIONAL LIBRARY WEEK QUIZ

How Observant Are You?

1. How many books are there in the 900's (within 50)? HINT - 900's are history and geography.

2. Who is the author of the Garfield bojks? a. Bil Keane b. Hank Ketchum c. Jim David d. Brad Anderson e. None of these.

3. A. How many tables in the media center?
   B. How many are round?

4. What book would you use to get the 1982 batting average of Willie Wilson?

5. Mrs. Lines wants a book from the 500's. What would the bo/k be about? a. Religion b. Folklore c. Important Women d. Math e. None of these.

6. How many doors are there in the main part of the Media Center?

7. Who wrote "The Outsider"? a. Ray Bradbury b. Bil Keane c. E.S. Hinton d. Robert Lawson e. None of these.

8. Mr. Wickett and his outdoor education class are going on a canoe trip. for information on survival, e.g., supplies & food - would they go to the: a. 200's b. 800's c. Fiction d. 600's e. None of these.

9. To how many newspapers and magazines does the Media Center subscribe (within 5)?

10. There are several items in the showcase at the checkout desk. Name two.

11. What is the largest fine paid this year?

12. How many shelves of oversized (X) books are there?

Tie Breaker - How many books on the shelves in the Media Center?

LIBRARY SEARCH
Marjorie Perry and Gerald Christiansen
Humboldt Community High School
Humboldt, Iowa 50548

LIBRARY SEARCH

Under the following headings are the most frequently used sources of information in our library. During the next two days answer the questions below and get some hands-on experience with the materials at your disposal in the high school library. Your main purpose is to find the sources and refresh your memory on how to use them efficiently.

Put your answers on your answers on the other sheet under the same headings. Start anywhere. You need not start at the top.

LIBRARY SEARCH

ATLASES

Name several states that have a town or a county named Humboldt. The Humboldt in South Dakota is near what large city?

Find Chequamegon Bay. On what body of water is it found? In what state is it found? What good-sized town is right on the bay? What Indian reservation is near the bay?

ALMANACS

Who won the Oscar (Academy Award) for the best actor in 1979? What was the movie he was in? Who was best actress that same year? What movie was she in?

Who was the American League home run king in 1961? How many home runs did he have? How many games did he play that season?

BOOKS OF QUOTATIONS

Who said, "I only regret that I have but one life to lose for my country"? On what date was it said? Is the quote above accurate, word for word?
Where did the following quote come from? "The love of money is the root of all evil." Who said it? or
Who said or first wrote "What is so rare as a day in June?"

PAMPHLETS

There are several sets of pamphlets. Two of the most useful are Editorial Research and Public Affairs. Using these, find articles on 1. Diabetes and 2. Epilepsy. Write down the name of the pamphlet, the title of the article, and the author if one is given.

CARD CATALOG

Find a book on the life of Eddie Rickenbacker. Who is the author? What is the call number of the book? How many pages in the book? What is the title of a book of fiction by Ray Bradbury? Find a record featuring the poetry of James Weldon Johnson. What is its title and call number?

UNABRIDGED DICTIONARY

What does the word porcupine literally mean? That is, what is its word history (etymology)?

Porcupine literally means _____
It came into English from _____(what language?)
People speaking that language adopted it from ____ (What language?)

TWENTIETH CENTURY AUTHORS

MacKinlay Kantor was born in Iowa. Name the town in which he was born. Name one of his famous books.
Theodore Giesel is an American humorist, writer and author, and most of you are familiar with his work. What is his famous pseudonym?

ENCYCLOPEDIAS

We have several sets of encyclopedias in the library. Using these sources, answer the following questions:

a) Does each set have an index in a separate volume?

b) Answer only one of the two sets of questions below:

1) What is the offical name of Somalia?
2) Where is it located?
3) What is the major religion there?

or

1) Name at least two animals from which we get ivory.
2) How much can a tusk weigh?
3) Name two or three products made from ivory today.

ROGET'S THESAURUS or DICTIONARY OF SYNONYMS

What are at least two synonyms for overwhelm?
What are at least two synonyms for fortitude?

TAYLOR'S ENCYCLOPEDIA OF GOVERNMENT OFFICIALS

How many voting districts does the state of Georgia have?
How many United States Representatives does Georgia have?
How many state Senators does Iowa have?

FAMOUS FIRST FACTS

Who committed the first train robbery and where was it? How much money was taken? Were the robbers ever tried? What were the very first breakfast foods? Who produced them? Who packed the first rattlesnake meat in cans? When? To whom was it served?

NATIONAL GEOGRAPHIC INDEX

Find an article on parrots. How many illustrations are there? What is the date of the magazine? Find an article on Alaska with a map. What is the date of the magazine?

CURRENT BIOGRAPHY

Find the information on Niki Lauda (1980)

1) What is his occupation?
2) Where and when was he born?
3) In 1975 Lauda gave Ferrari its first victory in years. Where?
4) What happened to Lauda at Nurburgring? Write a couple of details to support your answer.

or

1) Find information on Kenny Rogers (1981)
2) His date of birth.
3) How many children were there in his family?
4) Did he complete high school?
5) What 1977 song established his reputation as a country singer?
6) What was his income in 1979?

READER'S GUIDE TO PERIODICAL LITERATURE

Write the abbreviations that this guide uses for the following:
1) Consumer Reports 2) Popular Mechanics 3) National Geographics 4) June 5) editor 6) U.S. News and World Report 7) Ebony 8) Volume 9) pseudonym 10) illustrations.

READER'S GUIDE TO PERIODICAL LITERATURE

Using the Reader's Guide, find an article on one of the following:

a) Miss Piggy
b) The TV program Knight Rider or Square Pegs.
c) A book review on Good ad Gold by J. Heller or on Talking to Myself by Studs Terkel.

Fill out a request card for the magazine, giving all the information required. Check out the magazine and find the article.

LIBRARY SEARCH ANSWERS

NAME _____

ATLASES

ALMANACS

QUOTATIONS

PAMPHLETS

CARD CATALOG

UNABRIDGED DICTIONARY
Porcupine literally means _____ _____.
It came into English from the _____ language.
People speaking that language adopted it from an early form of _____.

TWENTIETH CENTURY AUTHORS

ENCYCLOPEDIAS

SYNONYMS

TAYLOR'S ENCYCLOPEDIA OF GOVERNMENT OFFICIALS

FAMOUS FIRST FACTS

NATIONAL GEOGRAPHIC

CURRENT BIOGRAPHY

READER'S GUIDE TO PERIODICAL LITERATURE

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

LIBRARY SEARCH
Marjorie Perry and Gerald Christiansen
Humboldt Community High School
Humboldt, Iowa 50548

LIBRARY SEARCH

Instead of a test over the use of sources of information in the library, we ask you to fill out the sheet below by _____.

A. Write an "I Learned" statement about the Search. In doing this library detective work, I learned

I also learned

Example: I learned that my sophomores didn't know as much as I thought about using some of the many sources available to them in our library.

I also learned that there was still much for me as a teacher to learn about some of the less common sources.

B. Of the many sources we examined, name three you feel will be most valuable to you during high school:

1.

2.

3.

C. Comment on your group. How did they work together?

D. On the back, make a comment on the overall effectiveness of this project.

IDENTIFYING PARTS OF A CARD
Lodyce E. Buhr
Clarion Community School
Clarion, Iowa

IDENTIFYING PARTS OF A CARD

(Attach a catalog card here)

Identify the following from the card attached:

Author:

Title of Book:

Copyright of Book:

Publisher:

Call Number:

Type of Card:

Size of Book:

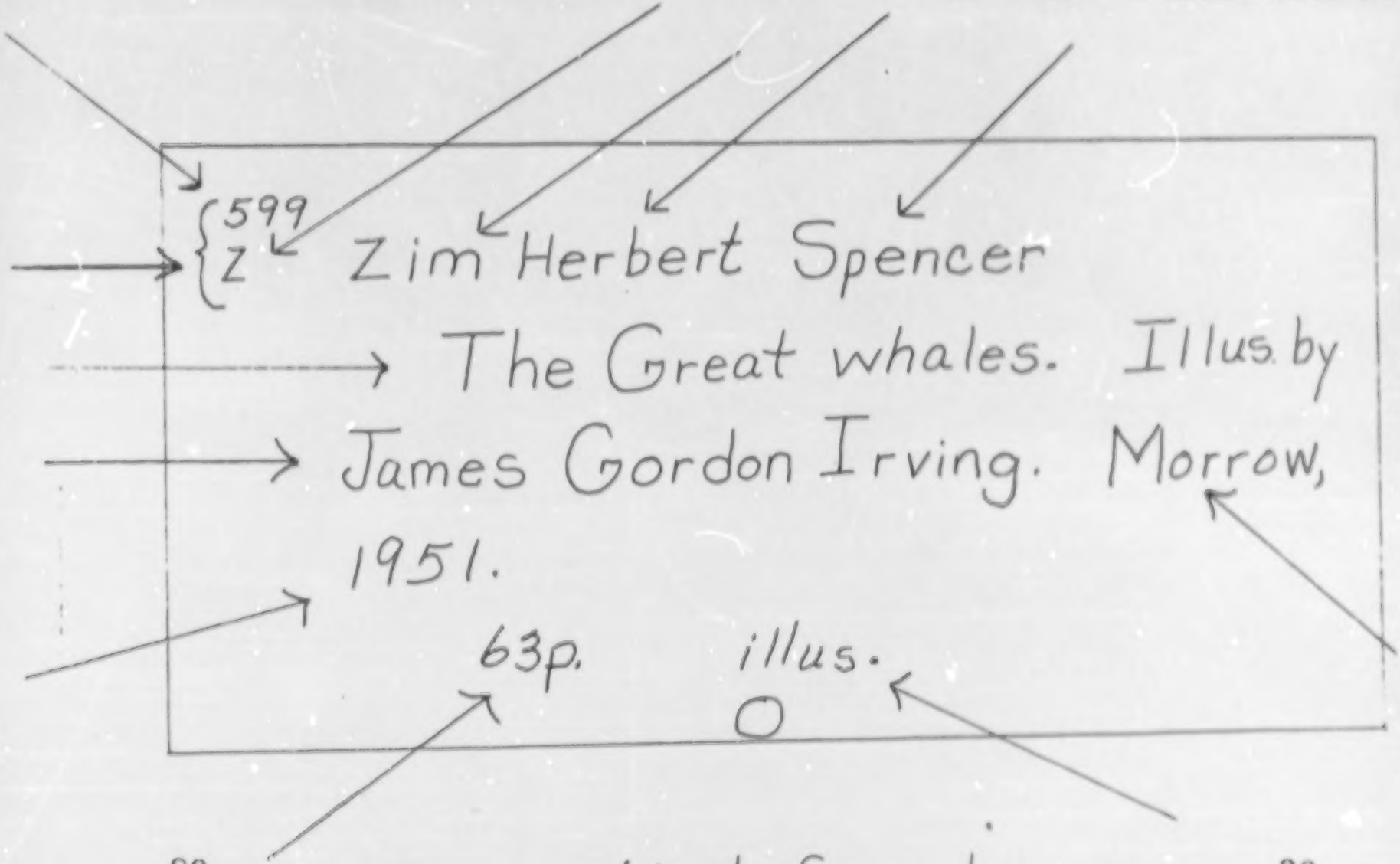
A Subject Heading

Any Special Features:

Label each part:

Name: _____

Grade: _____



89

Kind of card: _____

90

QUESTIONNAIRE TO BE USED WITH 5TH OR 6TH
GRADERS BASED UPON PREVIOUS KNOWLEDGE
Karen Rynell
James Madison Middle School
Burlington, Iowa 52601

QUESTIONNAIRE TO BE USED WITH 5TH OR 6TH GRADERS BASED UPON PREVIOUS KNOWLEDGE

All students entering James Madison should know the following answers to the questions:

PART I Dewey Decimal System: (assign the correct class numbers to the following subjects according to the Dewey Decimal System)

000-099 General Works (example)

100-199 Philosophy & Related Disciplines

200-299 Religion: (mythology, etc.)

300-399 Social Sciences (Sociology, economics, government, education, etiquette, folklore, etc.)

400-499 Language: (dictionaries, grammar, etc. of all languages)

500-599 Pure Sciences: (mathematics, physics, chemistry, biology, etc.)

600-699 The Arts: (Useful Arts): (health, aviation, agriculture, homemaking, business)

700-799 Fine Arts: (art, photography, music, theatre, sports, games, etc.)

800-899 Literature & Rhetoric: (short stories, plays, poetry, essays, etc. of all countries)

900-999 General Geography, History: (geography, travel, history)

PART II General Questions: (Fill in the blanks with the correct answer)

1. What are the three types of books which are found in the library?
   a. FICTION b. NON-FICTION c. BIOGRAPHY
2. What is the difference between a FICTION book and a NON-FICTION Book?
   Fiction--un-true stories Non-Fiction--true stories
3. How are FICTION books arranged in the library on the shelves?
   Alphabetical order by author's last name

4. What do the following symbols stand for which are located on the spine of library books?

SC STORY COLLECTION CB COLLECTIVE BIOGRAPHY

B BIOGRAPHY F or FIC FICTION

PART III The Card Catalog: (complete the following questions)

1. What are the three ways of locating any book in the card catalog?

a. AUTHOR b. TITLE

c. SUBJECT

2. How are the cards arranged in the card catalog?

ALPHABETICAL ORDER

PART IV Arrangement of books in the library: (put the following fiction books in alphabetical order)

1. "Hot Rod" by Henry Felsen
2. "The Black Stallion" by Henry Farley
3. "The Good Earth" by Pearl Buck
4. "Little House on the Prairie" by L.I. Wilder
5. "Big Red" by James Kjelgaard

A. "The Good Earth" by Pearl Buck

B. "The Black Stallion" by Walter Farley

C. "Hot Rod" by Henry Felsen

D. "Big Red" by James Kjelgaard

E. "Little House on the Prairie" by L.I. Wilder

MAGAZINE CHECKOUT
Rita McGuire
Galva-Holstein High School
Holstein, Iowa

MAGAZINE CHECKOUT

I have found that this magazine slip expedites the checking out of periodicals from our media center. In former years, I experienced the "havoc" of trying to check out periodicals after the bell has rung for the next period.

I do not have any check-out cards, etc. in the issues of the periodicals. Upon borrowing a magazine, the student circles the identifying information--using one slip per issue of magazine. If so desired, these slips could be accumulated to see the usage of periodicals. At the circulation desk, divisions are made to separate the slips by title of magazine. This provides an easy method of checking in the periodicals.

CIRCLE information about
magazine you borrow

BUS WEEK	Jan	Feb	Mar	Apr			
NEWSWEEK	May	June	July	Aug			
SCI NEWS	Sept	Oct	Nov	Dec			
SCI Dig							
SCI AMER	1	2	3	4	5	6	7
TIME	8	9	10	11	12	13	14
U.S.NEWS	15	16	17	18	19	20	21
PEOPLE	22	23	24	25	26	27	28
GOJDH'G	29	30	31				
LIFE							

1975	1976	1977
1978	1979	1980
1981	1982	1983
1984	1985	

_____
Name of any other magazine

Today's date _____

Your name _____

CLASSIFICATION OF BOOKS
Carol Porter
Fort Dodge Community Schools
Fort Dodge, Iowa 50501

CLASSIFICATION OF BOOKS

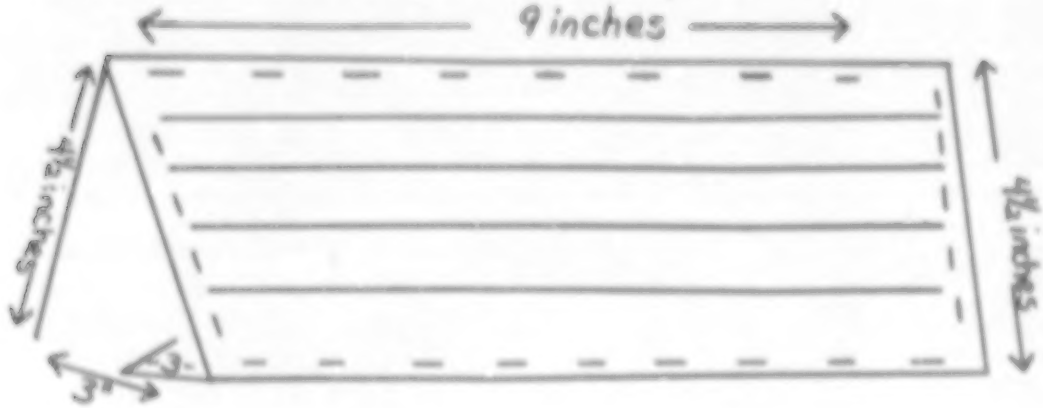
Purpose: 1. To identify fiction, non-fiction and easy book call numbers.

2. To arrange call numbers in the proper order.

Number: Small group or whole class

Materials: Oak tag, envelope, brown wrapping paper (can use any color)

1. Make a chart holder from a 9 x 12 oak tag.



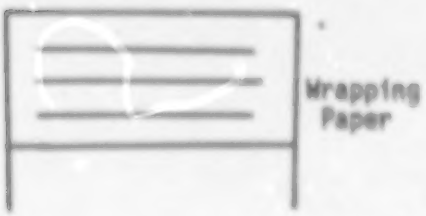
2. Fold 9 x 12 wrapping paper so it makes shelves. There can be more than three shelves.

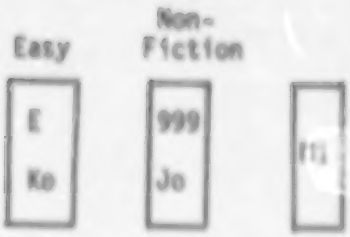
3. Attach to oak tag holder. Staple or paste along edges.

4. Paste a regular size envelope on the back. Use these to store call numbers.

5. Make oak tag call numbers for easy books, fiction and non-fiction books.

   Put these in envelope.





Use: 1. Identify all easy book call numbers from the envelope.

2. Put them in order as they would be on the book shelf.

3. Do the same with fiction and non-fiction numbers.

Each child has a chart and it is easy to move around to check their work.

CARD CATALOG
Carol Porter
Fort Dodge Community Schools
Fort Dodge, Iowa 50501

CARD CATALOG

Materials: Overhead projector, pen, 3 transparencies

Purpose: 1. To identify information on the catalog card.

2. To present the three ways to locate information in the card catalog.

Number: This can be done with a small group or the entire class

Ask the following questions and as each is answered, put the information in the correct place on the catalog card.

1. Who would like to be an author? It isn't hard to be an author, we only need your name. Notice how we put the last name first (discuss).

2. What title should we use. It can't be one that some other author has used. Make up a new one.

3. Now we need an illustrator. Who likes to draw pictures. Use the abbreviation illus. and discuss.

4. The publisher is needed. Discuss what the publisher does with the book. (Child's last name)

5. The city where is it published. (Fort Dodge)

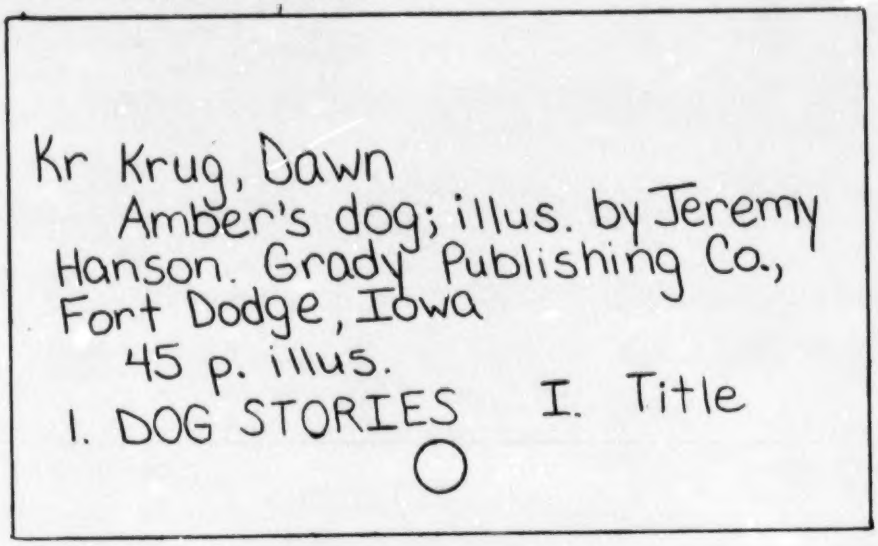
6. Copyright date--The children decide. Sometimes it is really old and sometimes very new. The copyright needs to be discussed.

7. How many pages shall we have in this book?

8. What kind of book is it, fiction, non-fiction, or easy? How can we tell? (Need to consider the title and how many pages)

9. Discuss the fact that we only use capital letters for the first word and proper names. Point out this is different than what we learn in language.

In this group we will assume the childrens names are: Angie Spike, Ronald Young, Dawn Krug, Jeremy Hanson, Kevin Grady, Vicki Smith, Erin Olson and Amber Anderson.



10. Discuss title cards.

    Use another transparency and put the title in the correct place.

11. Discuss what the subject of the book is.

    Use another transparency and put the SUBJECT in the proper place.

    Discuss it could have more than one subject.

    Point out we know it is a subject and not the title because it is all capital letters.

In addition you <u>can</u>:

Make several catalog cards on transparencies using children's names.

The children are eager to see their own name and will look carefully for information.